Chapter 12

Invoicing WSDOT

When invoicing WSDOT, the consultant should clearly identify the billing period, names and job classifications of all individuals being billed, the payroll or billing rate by individual, the actual hours each individual worked, the overhead applied if applicable, the direct nonsalary costs, subconsultant costs if any, and profit applied. These costs must be clearly identified by task and preferably sorted by task within the monthly billing.

Example: (The actual format requested by WSDOT management may vary.)

Note: Names, job classes, task numbers, and hours are assumed for this example only.

Period	Employee	Job Class	Task	Hours	Rate	Dollars
1/1-2/28/97	G. Jones	Eng. V	121.1	14.5	$32.25	$467.63

Total Labor Task 121.1		$	467.63
Overhead @ 143.48%		$	670.96

Direct Nonsalary Costs:

Copies 233 at 3.5 cents	$	8.16
Mileage 400 miles at 31 cents		124.00
Hotel/Per diem 1/5-1/9		475.00

Total Direct Nonsalary Costs	$	607.16	$	607.16

Subconsultants (See Attached Backup for Invoice)

Geotech Inc.	$	5,789.09
Engineering Group Ltd.		999.43
Conglomerate Drillers		7,776.52

Total Subconsultant Costs	$14,565.04
Profit @ 32.2% of Direct Labor	$ 150.58
Total Task 121.1 This Billing	$16,461.37

Billings prior to This Invoice	$ 346,987.05
This Billing	16,461.37
Total Billed to Date	$ 363,448.42
Task 121.1 Maximum	$ 455,456.78
Amount Left on Task 121.1	$ 92,008.36

Period	Employee	Job Class	Task	Hours	Rate	Dollars
1/14-2/17/97	G. Jones	Eng. V	43.2	44.0	$32.25	$1,419.00

Total Labor Task 43.2		$ 1,419.00
Overhead @ 143.48%		$ 2,035.98
Direct Nonsalary Costs:		
Copies 23 at 3.5 cents	$ 0.81	
Mileage 288 miles at 31 cents	89.78	
Hotel/Per Diem 1/22-1/28	665.00	
Total Direct Nonsalary Costs	$ 755.09	$ 755.09
Subconsultants — None this billing		
Profit @ 32.2% of Direct Labor		$ 456.92
Total Task 43.2 This Billing		$ 4,666.99
Billings Prior to This Invoice	$ 309,654.32	
This Billing	4,666.99	
Total Billed to Date	$ 314,321.31	
Task 43.2 Maximum	$ 400,888.50	
Amount Left on Task 43.2	$ 86,567.19	

Note: As with other examples shown in this guide, the use of the same or similar type format will not ensure the allowability of costs billed to the department.

For any item billed to WSDOT, the costs must be supported by source documentation, be reasonable, allowable, and allocable to the project.

Select costs may require advance approval from the contracting officer.

This example of a billing format is what WSDOT Audit would like to see. Individual contracting officers may have a format which varies from those shown above. Check with the contracting office for the format and details expected on a firm's billing.

16:P65:DP/AG